

# User Guide

## Lobbyist Registration & Reporting System

### Policies and Legal Requirements

#### Registration Requirements

*All Individual Lobbyists, Lobbyist Entities, and Clients are required to register between December 1 through 15 for the upcoming calendar year.*

- A client that hires, employs, or agrees to retain a lobbyist after January 1 of the registration year must register the name of that lobbyist **within 10 days**. The employment date of the relationship is defined as the date the lobbyist begins providing services on behalf of the client.

#### Account Types and Registration Fees

Account Type	Annual Registration Fee
Individual Lobbyist	\$100
Lobbyist Entity	\$1,000
Client	\$100
An expedited fine is added to online payments	

The registration filing fee must be paid and received by the Lobbyist Division office before the registration is finalized. Once payment is received, the registration is reviewed and concluded, and entered into the LRRS database. A lobbyist is **not authorized to lobby** until the registration is concluded.

- An **Individual Lobbyist** pays a \$100 annual registration fee. An individual lobbyist represents only one client, or is a part of any group, company, or organization whose main business is providing lobbyist-type services. An

individual lobbyist may be a salaried employee of his or her client.

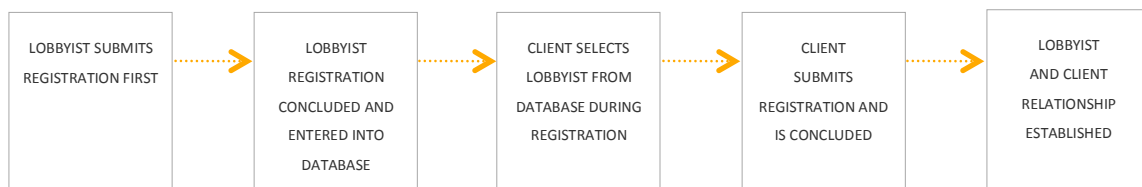
- A **Lobbyist Entity** pays a \$1,000 annual registration fee. A lobbyist entity is a group of lobbyists who provide lobbyist-type services. An individual lobbyist who provides lobbyist-type services to more than one client is required to register as an entity.
- A **Client** pays a \$100 annual registration fee for each relationship with an individual lobbyist or lobbyist entity.

## Sequence of Registration

Lobbyists must register first followed by lobbyist entities as a pre-requisite to their client's registration. This registration sequence creates the relationship. Lobbyists are not required to provide client information during registration—this information is submitted during the disclosure reporting period. The lobbyist must declare if he or she will work for a client or lobbyist entity.

Once a lobbyist submits a registration, and it is concluded, the registration information is entered into the system's database. The lobbyist's lobbyist entity or client then submits its registration. Once concluded, the registration is entered into the database.

- A client or lobbyist entity locates their lobbyist by searching through a registration list. A lobbyist who declared that he or she will work for a client is not available for a lobbyist entity to select. Conversely, a lobbyist who declared that he or she will work for a lobbyist entity is not available for a client to select.
- If the lobbyist or entity is not in the database, the client will not be able to register.
- When the client's registration is concluded, the client is added to the database.



## Termination of a registered Lobbying Relationship

The agreement between a lobbyist and a client, and the registration of both, constitutes a formal lobbyist/client relationship within the Commonwealth of Massachusetts.

- If this relationship ends, the client is required to notify the Lobbyist Division within 10 days by filing a **Notice of Termination** (this link is on your account homepage).
- If a lobbyist entity ends a relationship with a lobbyist, the entity is required to notify the Lobbyist Division within 10 days by filing an online Notice of Termination

## Updating a concluded registration or disclosure report

Official updates: An official update is a significant change to an annual registration or disclosure report. Official updates are submitted to the Lobbyist Division for review and conclusion, after which the filing is considered amended.

### Registration updates requiring conclusion:

- Changes to names of companies or individuals
- Employment dates
- Adding or terminating a lobbyist from a lobbyist entity's registration
- Adding or terminating a lobbyist or lobbyist entity from a client's registration

### Disclosure Report updates requiring conclusion:

- A change in incidental status for a lobbyist
- Changes to operating expenses or salary information
- Updates to any of the disclosure reporting forms

## Edits to contact data

**Edits** to a registration profile, such as changing a telephone number, location, or e-mail address, are made automatically by the system. The Lobbyist Division does not formally conclude edits of this type.

## Requesting a Waiver

Registration fees may be waived for a not-for-profit client or entity.

- The entity requesting the waiver must represent only **one** not-for-profit client.
- A client requesting a waiver must exclusively be a not-for-profit organization and employ only **one** lobbyist or entity.

## Disclosure Reporting Requirements

6-Month Reporting Period	2-week Submission Period	Deadline is 5:00 PM
January – June	July 1 – 15	July 15
July – December	January 1 – 15	January 15

All registered Lobbyists, Lobbyist Entities, and Clients must itemize and file a statement of disclosure on a semi-annual basis. The first Disclosure Report is due by July 15 for the 6-month period covering January through June; the second report is due January 15 for the period covering July through December.

- The filing period opens **two weeks** before the reporting deadline.
- Disclosure Reports **cannot be submitted** until all amendments and terminations are concluded.

## Penalties and Fines

The Disclosure Report requires specific information and itemized details relating to lobbyist and client activities during the reporting period.

- Penalties apply for violations that range from monetary fines to suspension of registration, or referral to the Attorney General's Office.
- Refer to the Massachusetts General Laws (Chapter 3, Sections 39 – 50) to read the specific requirements that relate to disclosure and penalties.

## Incidental Lobbying

*Incidental lobbying applies to individual lobbyists, and lobbyists employed by a lobbying entity. It does not apply to clients employing lobbyists and entities.*

Every executive or legislative agent lobbying in Massachusetts must be **registered** on the online system. However, certain disclosure reporting requirements may be waived for an agent who files a “simply incidental” status.

An agent must be able to answer “yes” to **both conditions within the same reporting period**:

- Were you engaged in lobbying for 25 hours or less during the reporting period?
- Did you receive less than \$2,500 in lobbying fees during the same reporting period?

## Definitions

Term	Explanation
LRRS	The online Lobbyist Registration and Reporting System. Also referred to as “the lobbyist system” or “the online system.”
LRRS Sign-in Screen	The main screen of the online system that allows users to sign in with a user name and password.
Account Homepage	The starting screen that displays the status of a registered lobbyist, entity, or client, and provides links to required online documents.
Account Type	Individual Lobbyist, Lobbyist Entity, Client.
Individual Lobbyist	An individual lobbyist represents not more than one client, and is not part of any group whose main business is providing lobbyist-type services.
Lobbyist Entity	A group, or individual, providing lobbying services for one or more clients. An individual supporting more than one client registers as both the entity and the lobbyist.
Client	An organization, or individual, receiving lobbying services from an individual lobbyist or a lobbyist entity.
Incidental Lobbying	An executive or legislative agent who meets both conditions in the same 6-month reporting period: engaged in lobbying for 25 hours or less, and receives less than \$2,500 in lobbying fees.

Term	Explanation
Employment Date	Date within the registration year that a lobbyist agrees to provide lobbying services for a client. The employment date is often listed as January 1 of the registration year.
Lobbyist-Client Relationship	The lobbying relationship created by a client during the registration period.
Concluded Status	A registration application or disclosure report that has been submitted, reviewed, and concluded by the Lobbyist Division.
Lobbyist Division	An office of the Secretary of the Commonwealth that reviews submitted documents for compliancy with required registration and reporting data.
Registration Amendment	An official change to a concluded registration or disclosure report that is concluded by the Lobbyist Division. Includes adding lobbyists, or terminating lobbyist relationships.
Registration Update	Edits made to a registration profile to update contact data such as an email address or phone number. (A registration update does not incur a filing fee.)
Notice of Termination	The notice provided when a client or lobbyist entity terminates a lobbyist relationship.
Filing a Waiver	Certain not-for-profit clients may be considered for a waiver of the annual registration fee; an entity who represents only one not-for-profit client may also apply for a waiver.